



## NOTICE OF JOB OPENING

<b>JOB TITLE:</b>	Assistant Director of Revenue Accounting
<b>DEPARTMENT:</b>	County Auditor – Revenue Accounting
<b>HOURS:</b>	40 hours per week
<b>SALARY:</b>	The Auditor's Office offers a competitive salary along with excellent benefits, retirement and job stability.
<b>JOB REQUIREMENTS:</b>	<p>The successful candidate must possess a degree in Accounting or a related degree with a minimum of 24 hours in accounting, as well as seven or more years of progressive accounting management experience. A CPA or Master's Degree is preferred. Must possess excellent leadership, communication and professional judgment skills, as well as have a thorough understanding of accounting theory and principles and the ability to apply these to various complex situations. Must be able to plan and organize work, work well under pressure and meet deadlines. Ideal candidate must possess above average problem-solving and analytical skills. Proficient use of MS Office (including advanced Excel skills) and large, complex accounting software package experience is required. Use of Visio and ACL is preferred. Self-motivation, fluency in the written and oral use of the English language, acute attention to detail, and excellent interpersonal and team-oriented leadership skills are required.</p> <p>Candidate must be legally eligible to work in the United States. We do not provide visa sponsorship.</p> <p>Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 40 lbs.</p>
<b>JOB DESCRIPTION:</b>	<p>The Assistant Director of Revenue Accounting supports the Revenue Accounting Director in the management of the Revenue Accounting Department. The Assistant Director is responsible for assuming full responsibility for the Revenue Accounting Department in the absence of the Director. This position will assist with the oversight of Bank Reconciliation, Revenue Monitoring, and Vendor Set-Up/Update functions, including but not limited to: review and determination of certification and decertification of revenue, review and analysis of revenue and cash flows, review and approval of revenue budget entries and journal entries as required. This position will have primary, essential responsibilities during the completion of annual projects such as Truth-in-Taxation for County tax rate adoption, and the Annual Revenue Estimate for the County's budgeting process. This position is also responsible for ensuring that departmental projects are monitored and completed in a timely manner, while meeting all required objectives; coordinating the procedures and activities of the department with others, both external and internal; working with external customers and other County</p>

departments as needed to ensure consistent application of County Revenue Accounting policies, and resolving questions, concerns, and issues. In addition, this position will review and document operational processes and procedures to ensure compliance with GAAP, County policies, and laws governing the County; develop and modify procedures, policies, and methodologies, when required to ensure proper accounting of revenue transactions; complete management reporting; and work with external auditors during the year-end audit process, including preparing various audit requests.

**CLOSING DATE:** Open until filled

*This position is scheduled to last for the duration of the implementation of the County's new financial and accounting system, which has not yet started but is projected to last several years. However, the duration could be shorter or longer. At the end of the implementation project this position may be eliminated and the incumbent may either be transferred to another position within the Auditor's Office and/or County or be terminated. Employees on the Implementation Team may be transferred by management to a full time regular position at any time after commencement of employment.*

**HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY**

<b>APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY</b>
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